

# Worksession

<b>Agenda Item #</b>	1
<b>Meeting Date</b>	February 5, 2007
<b>Prepared By</b>	Barbara B. Matthews City Manager
<b>Approved By</b>	

<b>Discussion Item</b>	Update Regarding Use and Operation of Community Center Facilities, Including Computer Learning Center
<b>Background</b>	<p>Phase One of the Takoma Park Community Center was completed in late October 2005. Upon its completion, residents could enjoy the amenities of a senior activities room, the Computer Learning Center, an art room, and several meeting rooms.</p> <p>Phase Two of the Community Center project (often referred to as the Community Plaza Level) was completed in late June 2006. New community spaces included a dance studio, a teen room, a game room, and an additional meeting room.</p> <p>With both phases of the Community Center having been open at least six months, staff wishes to provide the City Council with an update on utilization of the Community Center, as well as program offerings and participation. Staff also plans to share observations based on our experience to date and possible opportunities for improvement. The worksession will also provide an opportunity to review and discuss the use and rental policy approved by the Council in the fall of 2005; a summary of the current policy is included as part of this agenda packet.</p> <p>Library Director Ellen Arnold-Robbins and Recreation Director Debra Haiduven will be in attendance at the worksession. Ms. Arnold-Robbins will provide the update on the Computer Learning Center. Ms. Haiduven will address the recreational programming component of the Community Center's operations, as well as use and rental of the meeting rooms in the facility. Both Ms. Arnold-Robbins and Ms. Haiduven will make PowerPoint presentations.</p>
<b>Policy</b>	The City Manager provides the City Council with updates on City program and activities to assist the City Council in the performance of its duties.
<b>Fiscal Impact</b>	None
<b>Attachments</b>	Summary of current use and rental policy for Community Center meeting rooms
<b>Recommendation</b>	For Discussion Only
<b>Special Consideration</b>	

**TAKOMA PARK COMMUNITY CENTER  
USE AND RENTAL POLICY  
MEETING ROOMS**

As authorized by the City Council in the fall of 2005, certain community groups are allowed 11 free room rentals per year in the facility. In order to receive the free room rentals, the group must meet one of the following criteria:

- A recognized neighborhood, tenant, or condominium association on file with the Office of the City Clerk.
- A true non-profit organization whose membership is comprised primarily of Takoma Park residents. The organization's mission must directly benefit the City of Takoma Park or Takoma Park residents. Organizations are required to provide the Recreation Department with a listing of its members as well as a statement of activities during the previous 12 months that benefited the City of Takoma Park or Takoma Park residents to assist the City in determining their eligibility for the 11 free rentals per year.
- Organizations to which the City provides financial support or with whom the City co-sponsors events/programs, such as the Takoma Park Jazz Festival Committee, the Takoma Park Film Festival Committee, the Takoma Park Folk Festival Committee, and the Takoma Park Independence Day Committee.
- Organizations that have provided financial support to the City or provide a direct public service to the Takoma Park community, such as Friends of the Library, the Takoma Horticulture Club, and the Takoma Park Volunteer Fire Department.
- Youth-oriented organizations with partnership arrangements with the City, such as Takoma Park Youth Soccer, Babe Ruth Baseball/Softball, Takoma Park Sports Camp, and Takoma Park Boys and Girls Club.
- Organizations with various missions that have historically met in one of the City facilities. These groups include the Takoma Artists Guild and the Takoma Park Swing Band.

A group which believes that it meets the aforementioned criteria should request the 11 free room rentals by submitting a written request to the Recreation Department, including any required supporting documentation. Groups meeting the aforementioned criteria that require more than 11 room rentals during a year may reserve space in accordance with the following fee structure:

**Meeting/Conference Room**

Resident \$10/hour  
Non-Resident \$35/hour  
Commercial \$55/hour

**Multi-purpose Room/Theater/Heffner/Recreation Center Gym**

Resident \$20/hour  
Non-Resident \$45/hour  
Commercial \$65/hour

The use of all City facilities is provided on a space available basis. To maximize community access, the following schedule is followed:

- For usage from January 1 through March 30, reservations are accepted as of December 15.
- For usage from April 1 through August 31, reservations are accepted as of March 15.
- For usage from September 1 through December 31, reservations are accepted as of August 15.

The regular hours of operation for the Takoma Park Community Center are 8:30 a.m. - 10:00 p.m., Monday through Friday. Saturday hours are 10:00 a.m. - 6:00 p.m. Sunday hours are 2:00 p.m. - 6:00 p.m. Room rentals outside of these hours will be subject to an additional cost to cover the cost of staffing the building.